

**TAB D**

**Minutes**

**National Commission on Libraries and Information Science**

**July 9-10, 1984  
Capitol Holiday Inn  
Washington, D.C.**

**Members Present:** Helmut Alpers; Gordon M. Ambach; Charles Benton (Tuesday only); Carlos A. Cuadra; Paulette H. Holahan; John E. Juergensmeyer; Bessie B. Moore; Jerald C. Newman; Philip A. Sprague; William J. Welsh; Julia Li Wu; and Elinor M. Hashim, Presiding

**Commissioners-Designate** Wanda L. Forbes, Clover, South Carolina; and Margaret Phelan, Shawnee Mission, Kansas

**Staff Present :** Toni Carbo Bearman, Executive Director; Sarah G. Bishop; Dorothy P. Gray; Diane Yassenoff Rafferty; Mary Alice Hedge Reszetar; Gerald J. Sophar; Carl C. Thompson; Christina Carr Young; and Barbara Lee Whiteleather, Recording Secretary

**Guests Present :** F. Woody Horton, Consultant; Alexander C. Hoffman, Copyright Clearance Center; Eileen Cooke, American Library Association, Washington Office; Peyton Neal, FRN Associates; Robert Willard, Information Industry Association; Elliot Shelkrot, Chief Officers of State Library Agencies; Daniel Carter, Texas Instruments; Judy Foust, State Library of Pennsylvania; Mary Peacock, Mrs. Barbara Bush's Office; Lois F. Lunin, JASIS; David Peyton, IIA

**CHAIRMAN'S REMARKS**

The Chairman called the meeting to order at 10:15 a.m. The guests were welcomed by the Chairman on behalf of the Members of the Commission and were asked to introduce themselves. They were reminded that as guests and observers, the Chair asks that they not seek recognition to participate in discussions. The Chair may ask guests to participate in Commission discussions if she deems it appropriate.

Senate Appropriations Committee mark-up reported an FY 1985 NCLIS budget at \$720,000, including \$30,000 earmarked for a study on censorship and how it affects libraries in this country. Report on the study would be due to Congress by January 31, 1986. The House has not yet considered the Senate version of our appropriations bill. Senator Lowell P. Weicker (R. CT) has expressed particular interest in this study.

During ALA's Annual Conference, two Commissioners and one staff member were honored. Mrs. Wu received the Distinguished Service Award from the Asian/Pacific American Librarians Association (APALA). The award is given annually for distinguished service and outstanding contributions to the better understanding of Asian/Pacific Americans and their contributions in America. Mrs. Wu is the fourth recipient of the award and the first woman to be so honored.

Dr. Moore and Mrs. Reszetar were honored by the American Indian Library Association and the ALA Subcommittee on Library Service for American Indian People, Office for Library Outreach Service, for their many years of work on behalf of improving library services for American Indians. Dr. Moore chaired the Commission's Committee on American Indians; Mrs. Reszetar served as the staff liaison to the committee.

**COMMISSIONERS-  
DESIGNATE**

Miss Hashim introduced the two Commissioners-Designate nominated by President Reagan to serve for five-year terms beginning July 20, 1983 and ending July 19, 1988. When confirmed by the Senate, Miss Margaret Phelan of Shawnee Mission, Kansas, and Wanda L. Forbes of Clover, South Carolina, will replace Commissioners Philip A. Sprague and Francis Keppel, whose terms expired in 1983.

The terms of Commissioners Helmut Alpers, Carlos A. Cuadra, and Margaret Warden will expire on July 19, 1984. Miss Hashim encouraged them to attend both Commission and committee meetings until they have been reappointed or their replacements have been confirmed. It was noted that both Dr. Moore and Dr. Cuadra have served on the Commission since its inception in 1970. The Members expressed their appreciation and gratitude for the work all retiring Commissioners have done for the Commission.

**ELECTION OF  
VICE CHAIRMAN**

It was MOVED by Helmut Alpers, seconded by William Welsh, that Bessie Boehm Moore be elected NCLIS Vice Chairman for the term July 20, 1984, to July 19, 1985. The motion was passed unanimously.

**CHAIRMAN'S  
REPORT**

Since the July 1984 Commission meeting, the Chairman has participated, or will participate, in the following meetings or conferences:

- (1) Met with Senator Robert T. Stafford (R VT). Senator Stafford was very receptive and courteous toward NCLIS' suggestions regarding the reauthorization of the Library Services and Construction Act.

- (2) In early July, attended the Special Libraries Association (SLA) 75th Annual Conference as an NCLIS representative. During a special reception, Miss Hashim was asked to read a letter of congratulations from President Reagan to the SLA group. Miss Hashim was a guest at the head table during the awards ceremony; former Commissioner William Baker of Bell Laboratories was recipient of one of the awards.
- (3) Attended the American Library Association (ALA) Annual Conference in Dallas for three days during the week of June 23. Of particular interest was the Opening General Session during which the Report on "Realities: Educational Reform in a Learning Society" was presented to the Association members, as well as a preliminary report by Dan Lacy on the work of the ALA Commission on Freedom and Equality of Access to Information. Miss Hashim also attended meetings of the Legislative Committee, International Relations Committee, the President's Program (concentrating on fund-raising for libraries); the COSLA meeting and reception; and the Joint Meeting of the office of Intellectual Freedom (ALA) and the Freedom to Read Committee of the Association of American Publishers (AAP).
- (4) At the request of USIA and as a guest of the Kenya Library Association, Miss Hashim will attend the 50th IFLA General Conference in Nairobi, Kenya, from August 19 - 25.

- (5) From July 27 - 30, Miss Hashim will attend the U.K./U.S. meeting on Information and Productivity in London. This is a small group meeting, with 10 participants each from the United States and the United Kingdom. Dr. Bearman will also attend and will lead a session on Access to Information.

MEETING  
PREPARATIONS

Mr. Juergensmeyer stated his personal concern that the agenda did not contain ample substance or content and that meetings need to be more productive. He requested discussion of this matter during a future meeting.

Mr. Ambach disagreed with Mr. Juergensmeyer and commended the staff on the organization and content of meeting materials, the descriptions of exciting and potential programs, and, in particular, the NCLIS Program Overview for FY 1983 through FY 1986. "This information is exactly what we have been striving for, and gives us a good framework from which we can work for the next two days," he said.

APPROVAL  
OF  
MINUTES

It was MOVED by Helmut Alpers, seconded by William Welsh, that the Minutes of the NCLIS meeting held April 9 and 10, 1984, be approved as submitted. The motion was passed unanimously.

EXECUTIVE  
DIRECTOR'S  
REPORT  
10:45 a.m.

Dr. Bearman noted that the meeting packet included a seating chart which should prove helpful to both Commissioners-Designate and guests.

As suggested during the April Commission meeting, the Executive Director's Report now has a new format which corresponds to NCLIS programs. The annual Progress Report for FY 1984, to be prepared for the October meeting, will summarize the completed and ongoing programs and projects.

Dr. Bearman provided the following oral updates to her report:

(1) U.S. Department of Energy (page 12.2)

A small informal off-the-record meeting was held at the NCLIS office with key people from the Department of Energy and the library/information community to clarify some of the difficulties, misunderstandings, and misconceptions about controlling unclassified nuclear energy information. The new draft regulations will reflect several of the decisions made at this meeting. This represents a successful example of what the Commission can do in its role of providing a forum.

(2) NCLIS - U.S. Army Project (page 12.2)

This project is a perfect example of transferring technology developed by the government for public use, and the Department of the Army was very pleased to share this information with the community. The expected outcome is a short report, perhaps in March of 1985, on the evaluation of the pilot project. If it is a successful project, there will be additional test sites around the country.

It is expected that this project will be turned over to an appropriate group to maintain, e.g., COSLA, Coalition for Literacy, or another organization in the library community. An early evaluation of the project was requested, and Dr. Bearman stated that preliminary evaluation information will be prepared for the October meeting. Messers. Juergensmeyer and Alpers agreed that this is a very worthwhile project and one which can give the Commission visibility.

(3) ALA Annual Conference (page 12.3)

Participated in the session on the follow-up to the NCLIS Task Force Report on Library and Information Services to Cultural Minorities. The Office for Library Outreach Services' (OLOS) Advisory Committee's program theme was "Is 34 Out of 42 Enough? Minority Response to NCLIS." It was a very positive session, focusing on why the Commission did not endorse all of the recommendations, and concerns, e.g., stereotypes in literature, the fee issue. Dr. Bearman's remarks focused on (1) the very positive results emanating from the report, such as the Commission's wide dissemination of the report and concern about intellectual freedom; (2) the fact that the Commission funded and supported the Task Force; and (3) urging interested individuals and communities to work with the Commission and staff, WECLIST, state librarians, and local communities to implement the recommendations. Mr. Yamashita, co-chair of OLOS, expressed the group's appreciation to Dr. Bearman for her excellent presentation.

Mr. E. J. Josey, Task Force Chair, has established an ALA Presidential Committee to implement the recommendations. Dr. Bearman offered NCLIS assistance.

(4) USIA Book and Library Advisory Taskforce Meeting (page 12.4)

Both Dr. Bearman and Mrs. Gray attended a meeting in June of USIA's "Book Gap Task Force," which has been established to advise the USIA Director and the White House National Security Advisor on needs and opportunities for U.S. book-related programs abroad. A special supplemental appropriation is being requested to strengthen these programs. Dr. Bearman is scheduled to make a presentation about the Commission and its work at the next meeting of the USIA Book and Library Advisory Committee.

The Task Force report is due September 2 and Commissioners will be provided with copies.

(5) Office Automation (page 12.8)

The office automation system is 'up and running.' We have found that the system allows us to "download" work so that many things previously done by a senior staff person can now be done by a more junior person. The system has allowed us to improve our productivity and to communicate much more rapidly. We are alert and conscious to the fact that, sometimes, technology can replace human interaction. We continue to have our weekly program and staff meetings and we make a point of talking to each other rather than always communicating electronically.



(6) NCLIS Program Budget Report

The Commissioners reviewed the NCLIS Program Budget Report for FY 1984, prepared for the first time by itemizing obligations by program. Mr. Ambach praised and commended the staff for their preparation of this presentation. "It is very important to be able to see -- for the first time -- how the expenditures flow from year to year by program areas," he stated.

After a series of questions and answers, it was decided that: (1) there will be quarterly updates on allocations and adjustments. If more than \$10,000 is shifted from one program to another, the Executive Director will check with the Budget Review Committee; (2) quarterly percentages will be added, tracking across major program categories. (Dr. Cuadra suggested that the staff be requested to record their time by program area.); (3) total resources will be included, e.g., shared resources, outside resources, etc.; and (4) there will be reports at each Commission meeting with specific staff recommendations on changes.

Both Messrs. Ambach and Sprague stated that 'historical progress' has been made with this NCLIS financial statement. Mr. Juergensmeyer stated it is a superb financial document, which will serve as an extremely valuable evaluation tool. He praised the Commissioners and staff responsible for preparing the information and recommended that it be available for review at each Commission meeting.

(7) JCP Draft Guidelines

At the request of the Chairman, Mr. Peyton Neal briefed the Commissioners on the latest information on the new revised draft of Joint Committee on Printing's (JCP) "Government Printing, Binding, and Distribution Policies and Guidelines." The policies and guidelines (no longer called regulations) were published in the June 26 Congressional Record and called for a 30-day comment period. After the comment period, Congressman August Hawkins (D-CA), Chair of the JCP, intends to convene an open meeting in Washington, D.C. during which time questions on the draft may be raised by all interested parties. The meeting is tentatively planned for early August.

Of particular interest in the revised draft are (1) the revised definitions of printing and government publication; (2) the provisions for distribution of publications to federal depository libraries; (3) the notice of public access and service for depository libraries; and (4) the private publishing aspects of the new draft, especially the printing requirements resulting from government grants and contracts.

The staff was requested to prepare comments from the Chairman to Representative Hawkins on the draft policies and guidelines.

12:15 p.m.

In response to Mr. Juergensmeyer's concern for dealing with the volume of the progress reports, the Chairman determined that additional time will be allotted on future meeting agenda for this topic.

After lunch, the meeting was resumed at 1:45 p.m.

FY 1986  
PROGRAMS

Miss Hashim turned the meeting over to Mr. Alpers, Chair, Program Review Committee for discussion of the fiscal year 1986 draft budget request.

The Commissioners considered each proposed program for FY 1986, as outlined by the staff. Attachment I shows the revised outline for FY 1986 programs, as agreed to by the Commissioners.

Note: While not voting on the adoption of Market Research Approach to Information Services (MRAIS) as a program objective for FY 1986, it was decided that the staff should work with other agencies to implement the MRAIS concept as an information management tool.

The meeting was adjourned at 5:30 p.m.

Tuesday, July 10, 1984

The Chairman called the meeting to order at 9:30 a.m. and welcomed the guests.

F. WOODY  
HORTON

Mr. F. Woody Horton, an independent management consultant specializing in the information management area, was invited to speak on information policy activities in the Executive Branch. Mr. Horton's comments covered five issue areas: (1) Government Information-Collection, Transfer and Dissemination; (2) Information in Commerce; A Resource for Public Good and Private Gain; (3) The Interaction Between Technology and Government; (4) International Implications of Information Policies and Developments; and (5) Preparing for the Information Age. Mr. Horton's "Scope Notes" are Attachment II. Mr. Horton was warmly thanked for his informative presentation.

VIDEOTAPE  
"CHALLENGES  
OF AGING"

Dr. Moore introduced the videotape entitled, "Challenges of Aging: Providing for the Informational Needs of Older Americans." During the videotape, Drs. Genevieve Casey, Professor Emeritus, Wayne State University and Margaret Monroe, Professor Emeritus, Library School, University of Wisconsin-Madison, discuss the topics and issues raised during the Institute on "Challenges of Aging."

After showing the film, Dr. Moore made an impassioned plea for improving library and information services for the aging. As part of NCLIS' aging program, an "Open Letter from Bessie Moore" has been sent to library associations around the country to interest them in the issue of aging. She suggested that this videotape could prove helpful in preparing people for aging and to understand the aging process and should be loaned to associations and organizations for that purpose.

Dr. Moore related her personal experience in dealing with grief and growing older.

Dr. Moore stated, "This Commission has the responsibility to see to it that libraries over the country know and accept the problems of the aging, so that even the smallest place in the country can be helpful." Dr. Moore suggested several ways to begin: (1) Every county in the United States has both an office on aging and a library. We need to get people from both organizations working together at the local level; (2) Contact the organization of state directors of aging. (Dr. Moore is hoping to get on the agenda of their fall meeting); (3) Contact the Association of Area Agencies; (4) Contact the Governor's Advisory Commission on the Aging; (5) Obtain funding for Blue Ribbon Panel on Aging; and (6) Arrange to make presentation at COSLA's 1985 meeting.

There is a joint agreement being developed between NCLIS and the Administration on Aging to call a conference, inviting high-level decision-makers like Mrs. Bush, various state governors, and representatives from the Council of Mayors. "We can remake service to the aging out of this project, Dr. Moore stated." Mr. Benton offered his assistance in helping to get author Alex Haley on the Blue Ribbon Panel.

Dr. Moore received very enthusiastic applause following her presentation.

12:00 noon  
IFLA 1985

Mr. Juergensmeyer reported that planning is progressing very well for IFLA 1985. Bell Laboratories is lending 10 per cent of the time of Mr. David Penniman, an expert in library and information systems and the full-time of another staff person, plus additional support. They will do the basic organizational work for the model information center, based on the Committee's ideas. The focus is on a multi-media presentation about NCLIS, which can be used for national and international presentations and to supplement speaking engagements. The next meeting will be held in September at ALA and will be particularly critical in drawing together composite thinking on the center and its content.

CCC  
ALEXANDER  
HOFFMAN

Mr. Alexander C. Hoffman, Chairman, Copyright Clearance Center, Doubleday and Company, Inc., was introduced by the Chairman. Mr. Hoffman was invited by the Commission to make a presentation on copyright activities and the Copyright Clearance Center. Attachment III is a brief summary of Mr. Hoffman's presentation.

WHCLIST  
MOTION

After discussion by Commissioners,

It was MOVED by Gordon Ambach, seconded by William Welsh, to adopt the following resolution on preparation for a 1989 National Conference on Library and Information Services:

WHEREAS, the National Commission on Libraries and Information Science (NCLIS) has endorsed Resolution F-3 of the 1979 White House Conference on Library and Information Services, which calls for a national conference each decade; and

WHEREAS, the White House Conference on Library and Information Services Task Force (WHCLIST), the elected body organized through resolutions passed at the 1979 White House Conference, has requested NCLIS to take action in preparation for a national conference on library and information services in 1989 in their resolutions number 2 and number 8; and

WHEREAS, NCLIS has the responsibility to advise the President and the Congress on library and information policies and goals to assure "A Nation Informed;"

THEREFORE BE IT RESOLVED, NCLIS will:

- (1) Request commitment by the President, the United States Senate, and the U.S. House of Representatives, to the planning and conduct of a national conference on library and information services in 1989;
- (2) In consultation with the Executive Office of the President, leadership of the U.S. Senate and the U.S. House of Representatives, WHCLIST, and the major national associations representing

library and information services, designate during the latter half of Fiscal Year 1985, and subject to the availability of funding, a preliminary conference design group to initiate planning for appointment of a national conference committee (to be made in Fiscal Year 1986) and for the agenda of the conference and the schedule of events leading to the conference; and

- (3) Recommend that the President's Fiscal Year 1986 budget request include funds to support the work of the national conference committee in planning the 1989 conference.

The motion passed with seven (7) votes for; one (1) abstention (Carlos Cuadra); and one (1) opposition (John Juergensmeyer).

GUIDELINES  
FOR  
TRAVEL

The staff recommended the following changes to the "Guidelines for Commissioner Travel, Expenses and Salary":

Part I 4. Honorarium -- The standards of conduct that govern NCLIS staff and Commissioners require federal employees to refuse honoraria or fees if offered. They also require that gifts given to the Commission must not be presented in connection with any employee's performance of Commission business. The proposed changes in this section bring Commission policy in line with the standards of conduct.

Part III B.6. It is the responsibility of the staff primarily to seek the lowest airfares for Commissioners on Commission business. The changes to this paragraph emphasize this responsibility.

Attachment 1 - land 5. Commissioners while on official Commission business should be paid salary for actual travel time. The changes to these two paragraphs removes the limitation on how much travel time may be charged for salary purposes.

**MOTION**

It was MOVED by John Juergensmeyer, seconded by Helmut Alpers, to approve the changes recommended by staff to the NCLIS Guidelines for Commissioner Travel, Expenses, and Salary. The motion was passed unanimously.

**1985  
MEETING  
DATES**

By general consensus, the Commissioners agreed on the following meeting dates for calendar year 1985:

January 17 and 18 (Thursday - Friday);  
April 17 and 18 (Wednesday - Thursday);  
August 19 and 20 (Monday - Tuesday); and  
December 2 and 3 (Monday - Tuesday)

**EXECUTIVE  
SESSION  
MOTION**

It was MOVED by Gordon Ambach, seconded by Charles Benton, that ~~an~~ Executive Session be held on October 3, 1984, to discuss personnel matters. The motion was passed unanimously.

**JOSEPH  
SHUBERT  
RESOLUTION**

It was MOVED by Charles Benton, seconded by Helmut Alpers, to approve the following resolution introduced by Dr. Moore honoring Mr. Joseph Shubert:

WHEREAS, In January 1984, the National Commission on Libraries and Information Science approved a statement on the library and information skills in elementary and secondary education, and



WHEREAS, This statement forms a basis for the Commission's plans in the coming year in promoting the nationwide commitment to developing finding and using information skills in all persons,

THEREFORE BE IT RESOLVED, that the National Commission commends the report Realities: Educational Reform in a Learning Society; acknowledges and compliments the American Library Association (ALA) Task Force on Excellence in Education; and compliments Joseph Shubert, Task Force Chair, for his excellent work and support. The report reinforces the Commission's mission and will guide the ALA in these topics in the future.

The motion was passed unanimously.

#### ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Appendix I - Revised NCLIS programs for FY 1986

Appendix II - F. Woody Horton "Scope Notes"

Appendix III - Alexander C. Hoffman,  
Summary of Presentation



National Commission  
on Libraries and Information Science

16 July 1984

COMMISSION DOCUMENT #84-26

TO : NCLIS Members  
Members-Designate *T.C.B.*

FROM : Toni Carbo Bearman  
Executive Director

SUBJECT: DRAFT FORMAL MOTIONS AND ACTIONS

Please review the attached draft Formal Motions and Actions of the NCLIS meeting on July 9 and 10, 1984. If you have corrections, please call Barbara Whiteleather (202) 382-0840 by August 6, 1984.

ATTACHMENT

TCB/blw



**National Commission  
on Libraries and Information Science**

**FORMAL MOTIONS AND ACTIONS**

**National Commission on Libraries and Information Science Meeting  
July 9-10, 1984**

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- (2) It was MOVED by Helmut Alpers, seconded by William Welsh, that Bessie Boehm Moore be elected NCLIS Vice Chairman for the term July 19, 1984, to July 19, 1985. The motion was passed unanimously.
- (3) It was MOVED by John Juergensmeyer, seconded by Helmut Alpers, to approve the changes recommended by staff to the NCLIS Guidelines for Commissioner Travel, Expenses, and Salary. The motion was passed unanimously.
- (4) By general vote, the Commissioners agreed on the following meeting dates for calendar year 1985:  
  
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April 17 and 18 (Wednesday - Thursday);  
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December 2 and 3 (Monday - Tuesday)
- (5) It was MOVED by Gordon Ambach, seconded by William Welsh, to adopt the following resolution on preparation for a 1989 National Conference on Library and Information Services:

WHEREAS, the National Commission on Libraries and Information Science (NCLIS) has endorsed Resolution F-3 of the 1979 White House Conference on Library and Information Services, which calls for a national conference each decade; and

WHEREAS, the White House Conference on Library and Information Services Task Force (WHCLIST), the elected body organized through resolutions passed at the 1979 White House Conference, has requested NCLIS to take action in preparation for a national conference on library and information services in 1989 in their resolutions number 2 and number 8; and

WHEREAS, NCLIS has the responsibility to advise the President and the Congress on library and information policies and goals to assure "A Nation Informed;"

THEREFORE BE IT RESOLVED, NCLIS will:

1) Request commitment by the President, the United States Senate, and the United States House of Representatives, to the planning and conduct of a national conference on library and information services in 1989;

2) In consultation with the Executive Office of the President, leadership of the United States Senate and the United States House of Representatives, WHCLIST, and the major national associations representing library and information services, designate during the latter half of Fiscal Year 1985, and subject to the availability of funding, a preliminary Conference Design Group to initiate planning for appointment of a National Conference Committee (to be made in Fiscal Year 1986) and for the agenda of the Conference and the schedule of events leading to the Conference; and

3) Recommend that the President's Fiscal Year 1986 budget request include funds to support the work of the National Conference Committee in planning the 1989 Conference.

The motion passed with seven (7) votes for; 1 abstention (Carlos Cuadra); and 1 opposition (John Juergensmeyer).

- (6) It was MOVED by Gordon Ambach, seconded by Charles Benton, that an Executive Session be held on October 3, 1984, to discuss personnel matters. The motion was passed unanimously.
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THEREFORE BE IT RESOLVED, that the National Commission commends the report Realities: Educational Reform in a Learning Society; acknowledges and compliments the American Library Association (ALA) Task Force on Excellence in Education; and compliments Joseph Shubert, Task Force Chair, for his excellent work and support. The report redefines the Commission's mission and will guide the ALA in these topics in the future.

The motion was passed unanimously.

July 16, 1984